**Invitation Letter**

>Structure of an Invitation letter<

* Opening

Opening lines are the first thing that person will see in the letter. That's why these lines should grab attention and lead the reader to the next paragraph.

* Reason for meeting

You want your meeting partner to be prepared. Mention the reason or subject for your meeting. If you have an agenda, include it or send it as an attachment, but don’t overwhelm them with a detailed description. Instead, mention your discussion topics or program in bullet points.

Specify the time, date, location, and duration.

To make sure your meeting partner will be in the right place at the right time, including the details of the meeting setting. If you don’t have a set plan, give your invitee options to choose from instead of asking “what works best” for them. This makes it easier for them to decide and will get you a faster response.

* Request an RSVP

If you send it by e-mail, to make it even easier for the recipient to reply, add confirmation buttons at the bottom of your email and collect your replies.

* Key Details

Who? Who will be attending the meeting or event? Can participants invite others?

What & Why? What’s the purpose or reason for your meeting?

Where? What’s an appropriate location? Do you need to book a specific place?

When? This can be a set time or something to be discussed further on.

Example/Template

*Dear ………………….,*

*Hereby, I would like to inform you that our ………………… meeting will be held on [date] in [place].*

*I have attached the agenda, but please feel free to add any items by replying to this email at least a day before our meeting.*

*Make sure to be prepared and updated on your subjects. Should you not be able to join this meeting, please let us know and be sure to delegate important updates on your department to your colleague.*

*Best regards,*

*Dear [name]*

*My name is […] and I am the [position] in the project [name.*

*I believe we can help you with [……………] and would appreciate the opportunity to meet at your office to talk about [……………..]. For your convenience, I added a few suggestions for a date and time.*

*Looking forward to discussing what we can do for each other in more detail.*

*Kind regards,*

*Source: https://newoldstamp.com*

*Template/Meeting agenda*

Annotated Meeting Agenda

Host institution: [name surname, institution, position in institution]

Attendees: [name surname, institution, position in institution]

Date:

Time:

Location: [address, room number]

1. x.00 am — Call to order and welcome: [name surname]
2. x:05 am — Recap of previous minutes: [name surname]
3. x:xx am — Updates/Announcements: [name surname]

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1. 10:30 — Closing remarks and coffee, discussion